

INFORMATION FOR APPLICANTS FOR RECYCLER LICENSE

In order for the Secretary of State to issue a recycler license, the applicant shall:

- ◆ File the appropriate **APPLICATION AND TOTAL FEES** to include the filing fee and license fee. If for some reason the license is not issued, the license fee will be rebated. By statute, the filing fee may not be refunded.
- ◆ Complete a **QUESTIONNAIRE** and have it properly notarized.
- ◆ On a form provided for this purpose, furnish **PROOF OF COMPLIANCE WITH BUILDING CODES**, zoning and land-use ordinances. The form must be signed by an official of the city/town office of the municipality in which the business is located.
- ◆ If the business is a partnership, submit a copy of the **PARTNERSHIP AGREEMENT**. Before being submitted, the papers must be recorded by the city/town office of the municipality in which the business is located.
- ◆ If the business is a corporation, submit a copy of the **ARTICLES OF INCORPORATION** from the State of Maine, or in the case of a foreign corporation, proof of authority to conduct business in Maine.
- ◆ If the facility is not owned by the applicant, submit a copy of the **LEASE** and have it properly notarized.
- ◆ Submit a copy of the **PLOT PLAN**.
- ◆ Submit to an **INSPECTION** of the facilities by an investigator of this Department to determine that your facility meets at least the minimum requirements for the type of license you are requesting. When a favorable report is received and approved, the license will be issued when: a check is made with the State Police to determine that no criminal record is filed against any owners or corporate members.